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| **Paddock School** | **Job Title: Facilities Assistant** |
| **Responsible to: Facilities Officer** | **Responsible for: No staff management responsibility** |
| **Grade: Scale 4**  **Spinal point: 7-10** | **Working Hours: 36 per week**  **TTO / AYR: Term Time only + 2 weeks** |

**Main Job Purpose**

The Facilities Assistant is accountable for assessing and maintaining facilities and equipment across all sites to ensure the school is fully operational.

The Facilities Assistant is accountable for providing inter-site and external transportation services.

The Facilities Assistant will support the Facilities Officer to plan for, develop and provide site management and preventative maintenance services for the school.

The Facilities Assistant will support the Facilities Officer to ensure that all regulations and statutory health and safety, security and fire requirements are fully met.

The Facilities Assistant promotes and contributes to the ethos/work/aims of the school, supporting pupils from time to time to participate in the tasks and activities of the facilities team.

**Accountabilities**

* Manage the upkeep and maintenance of buildings and equipment across the Paddock sites to ensure compliance to statutory requirements, regulatory standards and policies
* Keep records of periodic Health and Safety and maintenance checks completed
* Contribute to the planning of site management
* Act as a point of contact for facilities services, including meeting room and other resource requirements
* Manage the stores and ensure stocks are checked and refilled on a daily basis
* Provides inter-site and external transport services as required

**Main Duties and Responsibilities**

Buildings standards and regulations

The Facilities Assistant supports the Facilities Officer in making checks and inspections to ensure that building standards and regulations are adhered to in order to meet statutory and legal requirements.

Health and Safety, Security and Fire policies, procedure and practices

The Facilities Assistant applies health and safety practices in all activities in order to ensure a safe working environment which meets statutory and legal requirements.

* Identify and resolve hazards
* Ensure maximum level of security for the school site at all times
* Practice evacuation and emergency drill procedures
* Make preventative checks e.g. legionella, pat testing etc.
* Undertake regular health and safety walks, including checks on the accident book held by Front of House and first aid boxes
* Undertake fire practices, alarm testing and checks on fire appliances

Day-to-Day Tasks

The Facilities Assistant provides daily services that are essential to the smooth functioning and operation of the school

* Replenish soap, towels, toilet paper, printing paper etc
* Ensure the overall security of the site. Where required, open and close the school building and act as a key holder
* Gritting of playground and other areas as required
* Provide cleaning during the day (including bodily fluids)
* Respond to room bookings requests to set up and arrange furniture and equipment to meet customer needs
* Deal with out of hours emergency contact
* Check boilers, ventilation/heating systems and toilets to ensure they are fully fit for purpose
* Carry out internal/external repairs within the scope of skills and adhere to Health and Safety guidelines at all times, to include adjustments to doors/windows, general carpentry, plumbing/taps, light bulbs, painting etc.
* Monitor standards of cleaning and grounds maintenance
* Respond to emergency call outs and perform fire marshal duties

Stores

The Facilities Assistant manages the site stores

* Orders are stored and/or delivered to customers
* Confirmation of delivery is immediately passed to the Finance Assistant
* Maintain the inventory/stock record in the stores and returns/rejects orders that do not meet required standards
* Specific responsibility to monitor and manage hygiene orders
* Ensure adequate and safe storage of all hazardous materials so that health and safety requirements are met and product life maintained

Transport provision

The Facilities Assistant provides inter-site and external transport driving services

**Safeguarding / other duties and responsibilities**

* To be fully aware of and understand the duties and responsibilities arising from the Children’s Act 2004, the London Child Protection Procedures and Working Together in relation to child protection and safeguarding children and young people as this applies to your role within the council.
* To be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to your work role
* To ensure that the Headteacher is made aware and kept fully informed of any concerns in relation to safeguarding and/or child protection.
* To comply with all the school’s codes of practice, policies and procedures, including the code of conduct, and those relating to child protection, data protection and health and safety
* Comply with all Paddock School policies e.g. child protection, health, safety and security, equal opportunities, confidentiality and data protection, reporting all concerns to the appropriate person.
* Ensure confidentiality at all times
* Contribute to the overall ethos, work and aims of Paddock School
* Attend training as directed and identified
* Establish and maintain constructive relationships and communication with other agencies, colleagues and professionals
* To be committed to the promotion of equality, diversity and inclusion within the whole school community and maintain an awareness of the school’s equalities policy statement; to work to create and maintain a safe, supportive and welcoming environment where everyone is treated with dignity and their identity and culture are valued and respected; to report any instances of inappropriate behaviour or discrimination immediately
* To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post
* To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning GDPR and Health and Safety.

**Key Measures**

* Management satisfaction
* Reduction of maintenance costs
* Accidents / Health & Safety /Security breeches
* Response time on facilities queries
* Response / fix times
* Vehicle/minibus maintenance

**Person Specification**

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|  | **Essential** | **Desirable** |
| Qualifications | * GCSE Maths and English Level C or above * Full, clean driving licence |  |
| Experience | * Facilities operations role & duties * Health and Safety Experience in a School setting | * Experience of working in a special educational needs school |
| Knowledge and Skills | * Microsoft Office skills * Knowledge of buildings standards and regulations * Knowledge of best practice health & safety, security/safeguarding * Delivering facilities services in a polite and courteous manner regardless of the situation * Communicating effectively with customers and others and ability to deal calmly with difficult situations * Attention to detail * Ability to work alone, and be part of a team and be self-motivated * Ability to balance conflicting demands * Excellent time keeping and professional appearance * Manual handling, DIY, fire marshal, first aid |  |